



Digital Media Studio Use Policy

DESCRIPTION OF SERVICE

The Digital Media Studio (DMS) gives members of the community access to a safe, creative, professional studio area, the newest digital tools, and a professional, qualified staff eager to provide tailored instruction and assistance. By supplying powerful computer and digital/analog equipment for digital media creation and editing, the DMS ensures that patrons may better accomplish their artistic, musical, entrepreneurial, academic and creative goals. Full service production projects are accomplished between the patron and the DMS through a process of consultation, project scheduling and technical/artistic instruction for patron proficiency.

DESCRIPTION OF USE

The DMS is intended for small groups or individuals who seek to create and edit media projects involving, but not limited, to video, audio, music, photography, digitization and illustration. Computers are available for patrons working on digital media projects. General computing activities such as word processing, web browsing, email, social networking or gaming will be directed to the adult computer lab.

Valid Joliet public library cardholders with accounts in good standing are eligible to reserve and use the DMS, including hardware, software, spaces, printers and restoration equipment located in, or managed by, the DMS. Cardholders who have outstanding charges for lost or damaged equipment will be denied DMS privileges and other library privileges until the charges are reconciled.

Reciprocal borrowers may make limited appointments for the use of the capture and editing stations, along with the poster printer, found in the adult computer center. General use of the DMS spaces, equipment and other specialty printers is not permitted for reciprocal borrowers.

Staff reserves the right to obtain additional photo identification from the cardholder prior to the use of the DMS.

Youth ages 12-17 who are Joliet Public Library cardholders, who attend a DMS orientation with a parent/guardian, and whose parent/guardian has signed a parental consent form, may use the DMS equipment independently, reserve DMS spaces and make appointments with DMS staff without a parent present. Youth under the age of 12 may use the DMS when accompanied at all times in the DMS by a parent or adult guardian.

Youth may attend programs and instructional workshops hosted by, or located in, the DMS without a parent/guardian signature.

DMS staff reserves the right to require a parent or guardian is present at all times with a minor.

A maximum of four patrons may use the DMS at any one time.

While working within the DMS, at least one staff member will be present at all times to assist with operational questions and provide technical instructions. The DMS is closed to the public when a designated staff member is not available.

Those using the DMS will be asked to sign a waiver upon each individual use of equipment or production spaces. Minors will be asked to have a parental waiver on file with the DMS to cover their use of equipment and production spaces.

A training session with DMS staff is highly encouraged prior to using the DMS, and required for minors.

The library reserves the right to limit the number and length of sessions and the number of appointments per month for any user, or any group of users that is substantially the same users.

Campaigning, petitioning, proselytizing, taking surveys, distributing handouts, or soliciting for any cause are not permitted on Library property. The DMS staff and the Joliet Public Library cannot provide production support or promotional assistance that indicates an endorsement of religious organizations or political campaigns for public office. Consultation on projects and access to DMS resources for self-service will be permitted.

Only performers, artists and patrons with an appointment or being assisted by staff will be allowed in the DMS. Friends and family of patrons who are actively using the DMS will not be allowed inside the DMS during the scheduled session, with the exception of parents or guardians of minors under the age of 18.

Due to the creative and collaborative nature of the DMS, there is no guarantee of a silent atmosphere. All DMS visitors are asked to be respectful of each other and of the Library's conduct policy regarding noise. DMS staff will attempt to schedule non-disruptive activities simultaneously.

Exclusive access to the DMS is not guaranteed during appointments. The DMS will schedule appointments for minors separately from those involving adults.

Patrons are asked to cancel reservations at least 24 hours prior to the scheduled appointment. Patrons who have not arrived within fifteen minutes after the scheduled start time will be considered no-shows and the reservation will be forfeited. Patrons who arrive late for their scheduled appointments will not have extended sessions. DMS staff reserves the right to limit service to patrons who are habitually unable to make appointments on the date or time scheduled.

GENERAL DIGITAL MEDIA STUDIO GUIDELINES

Food and drinks are not permitted in the DMS or at the capture and editing stations located outside the DMS.

The Joliet Public Library Rules of Conduct Policy and the Joliet Public Library Computer Use Policy apply to activities in the DMS. Any patrons who violate the Rules of Conduct or the Computer Use Policy or other library policies will lose DMS privileges and/or full library privileges.

The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations. Library personnel must have free access to the production spaces at all times.

Poster printing is available for a fee in the DMS until 30 minutes before the DMS closes.

Staff will not convert media or finalize projects in the absence of the content owner. Visitors must be present at all times while projects are digitizing and/or rendering.

3D PRINTING

All 3D printing will be performed by a Joliet Public Library staff member. Patrons may not operate the 3D printers.

A fee will be charged for the production and materials to print 3D objects.

The Library's 3D printers may be used only for safe and lawful purposes. The Library reserves the right to refuse to print any object at staff's discretion. Patrons will not be permitted to use the Library's 3D printers to create materials that are:

- a. Prohibited by local, state or federal law.
- b. Unsafe, harmful, dangerous or that pose an immediate threat to the well-being of others.
- c. Likely to fail or print incorrectly or likely to cause damage to the 3D printer.
- d. In violation of another's intellectual property rights. For example, the printers will not be used to produce objects which violate copyright, patent, or trademark protection.

DAMAGES AND LIABILITY

The Library cardholder who uses equipment from the DMS will be considered the main user and will bear financial responsibility for the cost, repair, or replacement in the event of loss for any and all damage caused to the equipment or space beyond normal wear, and will be responsible for any misuse of the equipment.

Equipment usage privileges may be revoked due to careless handling of library owned equipment.

The Library and its staff are not liable for any loss, damage or expense sustained by any user or equipment owned by the user due to the utilization of services, equipment, software, advice or information.

FAIR USE AND COPYRIGHT

U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in digital media projects.

Illegal downloading, file sharing and duplication: Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics.

This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted.

Scanning, digitization and media conversion: Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using scanners in the library.

PROPER USE OF SHARED NETWORK ENVIRONMENT

For security and privacy, all computer storage is regularly erased and cannot be recovered. Equipment that uses removable media storage cards or has hard drives for media storage will be erased upon return and cannot be recovered.

Patrons are required to provide their own digital media storage for any desired files. These can include blank CDs, DVDs, flash drives, portable hard drives, smart phones, etc. Patron files that are left on the DMS computers will be deleted without prior notification to the patron. The Library is not responsible for any equipment or files left behind in the DMS.